



**MEDICAL OFFICE TECHNOLOGY
ADVISORY COMMITTEE
MINUTES
Monday, April 22, 2013
5—7 p.m.
Scarpelli Hall Room 217**

Members Present: Clay Foster, MHA, Rebound Orthopedics; Diana Morris, RHIA, PeaceHealth Southwest Medical Center; Katie Woods, The Vancouver Clinic; Diana Rogers, RHIT, PeaceHealth Southwest Medical Center

Members Absent: Leslie Hinton, Clark County Skills Center; Lynda Steltz, RHIT, CHP, Vibra Specialty Hospital; Dee Oglesbee, CMA, Sarah Emerson, CMA, The Vancouver Clinic

Guests: Teresa Amberg, Guest of Dr. Shannon Brown; Pamela A. Nett, Guest of Sunnie Elhart; Beth Walton, FNP-BC, The Vancouver Clinic/Family Med. Salmon Creek

Clark College: Sunnie Elhart-Johnson, Department Head & Instructor; Barbara Benge, Director of Medical Assisting; Dr. Shannon Brown, Instructor; Trish Seydlitz, Instructor; Jean Bucher, Instructor; Frances Bard, Student in the Program; Genevieve Howard, Dean, Workforce, Career & Technical Education; Mark Gaither, Corporate & Continuing Education; Andreana DiGiorgio, Secretary Sr., Advisory Committees

In the absence of the committee chair, the meeting was called to order by Department Head Sunnie Elhart at 5:05 p.m. Sunnie introduced the guests who were present and introductions of the committee members were made.

Review of the Minutes of the Previous Meeting

Sunnie set out to have the committee members approve the two sets of minutes: June 11, 2012, and November 8, 2012, but realized there was not a quorum present. They will be sent via email to the members and voted on.

Genevieve Howard, Dean of Workforce & Career Tech Education, told the committee about the advisory committee member appreciation reception taking place on June 6. She said this is a come and go event, beginning at 5:30 p.m. and running until 7:30 p.m. She let the committee know that an invitation would be going out soon via email, and that they needed to RSVP to Andreana DiGiorgio.

Virtual Notebook. Genevieve introduced the virtual notebook. She said this is a tool that allows instructors an understanding of the college Program Improvement Progress (PIP). This will help measure the effectiveness of the BMED program. She said there will be a 3 to 5 year review process and BMED is scheduled for review in fall 2013.

Vision 2020. Genevieve told the committee that Clark has been gearing up for the next planning cycle and part of this includes the Vision 2020 campaign. This campaign will help the college

look ahead a few years and figure out where the college will be in the year 2020 by gaining input from students, faculty and staff, advisory committee and community members. She asked the committee members to think about what they would like to see in the BMED program by the year 2020 and to submit their thoughts to Sunnie. This is a work plan item and will be discussed at the advisory meetings on an ongoing basis.

Director/Division Chair Report

Sunnie Elhart reported that it has been a very busy year. She thanked the committee for their support with curriculum changes. They were all approved and now the courses are more streamlined and students should now get through the program in a more effective way.

Sunnie also reported that with the help of Mark Gaither from Clark's Corporate & Continuing Education group, all ICD-9 & 10 students now have access to an encoder and a course of ICD-10-CM/PCS online. They receive instruction in person, online, and from a textbook, so when they are finished with the course, they are very comfortable with coding. Mark also helped with the redacted files and this has been worked into the capstone course. Sunnie reminded the members that students can take the capstone course in place of directed practice.

Sunnie asked BMED Instructor Trish Seydlitz to speak to the new EMR program being used in her classes. Trish reported that the program is being used across the country called Office Ally. They are letting Clark use this program free of charge. With this program students are able to electronically check benefits and eligibility make appointments, billing, and other electronic duties.

New Business

BMED 040 math changes. Sunnie told committee members that BMED 040, a course that introduces medical mathematics, needs to be revised. She said that students need to be more prolific in math concepts that pertain directly to a medical office. This new course will go from one credit to two. Trish reported that this new course will include pre-algebra and also mathematical concepts that relate to real life. Included is problem solving with numbers, decimals, ratios, and percents, etc. Sunnie mentioned a vote is needed to move forward on this. Sunnie opened the floor for discussion. Members agreed with the changes to the Math 040 course, however, because there was not a quorum at this meeting, it was agreed that a vote will take place via email.

Medical Assisting Instructor Barbara Benge reported that at this time, Clark College needs to maintain CAHEEP accreditation and therefore graduates have to fill out a survey, along with their employer, to report that the student is employed. Clark has to be at 60% to meet standards. This summer a class reunion will take place and the students who attend will fill out the survey. The students who are unemployed will get help with their resumes and job search.

New Business.

Election. Leslie Hinton had agreed to be nominated for committee chair at an earlier meeting but because a quorum was not met at this meeting, the election of officers will be done at the fall 2013 meeting.

New members. A discussion took place about how to increase committee membership. Sunnie mentioned that if any members know of someone in the industry who would be interested in joining to please send their name and contact information to either herself or Andreana DiGiorgio.

Outcomes. BMED Instructor Dr. Shannon Brown presented to the committee information about “outcomes.” He explained that outcomes are the expectation of what the student will know after taking the class. They should be real world considerations. He said that having clear outcomes help instructors have a clear vision of what is expected. Outcomes are put on the syllabus and this helps students understand what they are going to learn in the class. Dr. Brown said that outcomes assessments should be imbedded within the course in the form of quizzes, exams or other assessments. He has been working with instructors to obtain what their outcomes are for each class and he’s combining them so that all the instructors have a clear vision of what the students need to learn. This gives instructors the leeway to teach the class in their own way, but keeping in mind what the goal is.

There was an impromptu discussion about EPIC, an electronic medical records program. It was requested that at the fall meeting a demonstration be done on the EMR program.

Sunnie summarized the meeting which included an email vote for Math 040 changes, approval of the last two sets of minutes, and chair and vice chair positions. She also held a raffle and gave away Starbucks gift cards.

Next Meeting:

Genevieve asked the members what day of the week works best for them. It was noted that 5:30 p.m. is the best time of day with Monday being the best day for the members present. Sunnie and Andreana will come up with a couple of dates and send out an email in the fall to find out what date works best for them.

The meeting adjourned at 6:33 p.m.



Business Technology Medical Office Advisory (BMED) Committee Meeting Addendum to the April 22, 2013 Minutes

At the April 22, 2013 BMED Advisory Committee meeting, the committee agreed to hold an election of a curriculum change to the BMED program via electronic vote. The following reflects the change voted on:

This is a course revision of BMED 040 - Math for Medical Office Administrators.

Faculty from the Health Occupations and Business Medical Office and administrators have determined that BMED 040 content required expansion. We are changing the course to 2-credits and to a 100 course level since the course material has been strengthened beyond the 040 level. Additionally, the extra course contact time will allow for in-class quizzes/faculty assessment of student progress not allowed for in its 1-credit form. This course level change will also benefit students seeking financial aid assistance.

This course is also being augmented to keep with AHIMA requirements for the Shoreline articulation agreement, medical assisting accreditation, and successful certification.

The votes were processed as follows: Six of the eight members voted yes to secure approval on the above items.

Leslie Hinton YES
Sarah Emerson YES
Diana Morris YES
Clay Foster YES
Diana Rogers YES
Katie Woods YES